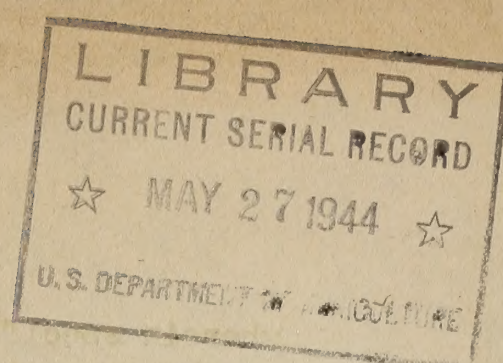


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WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.



May 11, 1944

FINANCE DIVISION MEMORANDUM NO. 17

Contacts with Other Divisions, Bureaus, or Agencies

Effective immediately, contacts originating within this Division with other Divisions of the Office of Distribution, other Bureaus or Administrations of the Department of Agriculture and the War Food Administration, or other government departments or establishments will be accomplished through the following channels.

I. Contacts with Other Divisions of the Office of Distribution

All contacts with other divisions will be made through the Chief or Acting Chief of the respective section involved or by the specific individual to whom authority for such contacts has been delegated by the Section Chief with the following exceptions:

- A. Contacts pertaining to personnel matters and administrative services should be made through the Administrative Officer.

II. Contacts with Budget and Finance, Bureau of the Budget, Treasury Department, General Accounting Office, and Commodity Credit Corporation

All contacts with Budget and Finance, Bureau of the Budget, Treasury Department, General Accounting Office, and Commodity Credit Corporation will be made through the Office of the Chief Fiscal Officer except where specific authority has been delegated elsewhere.

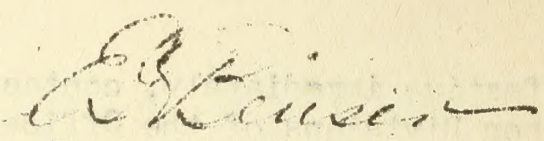
III. Contacts with Other Government Agencies or Foreign Governments

Contacts with all other government agencies or foreign governments will ordinarily be performed through the Office of the Chief Fiscal Officer except in routine matters pertaining to Lend-Lease transactions

wherein specific operating authority for such contacts is included in the present functions assigned to Commodity Accountability Section, Quotations Section, and the Program Accounting Section.

IV. Contacts with Other Than Government Agencies

Contacts with other than government agencies may be made only through the Section Chief or Acting Section Chief of the respective section wherein such contacts are a result of the functions administratively assigned to the section involved.


E. G. Benser
Chief Fiscal Officer

B-422